



APPLICATION FOR RECORDS RETENTION SCHEDULE

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION**

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 10/11/77	1. Agency Address Department of Human Resources Division of Vocational Rehabilitation Business Enterprises/Bureau for the Blind One West Court Square, Rm. 495 Decatur, Georgia 30030	Application Number 78-117-126	Date Received MAY - 3 1978
Application Number DHR-164		Date Completed JUN 19 1978	
2. Person to Contact James Camp/Lelah Tracy		Working Title Director	Telephone Number 656-4798
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1967	5. Records Series Title (followed by title used in office; if different) Vocational Rehabilitation Business Enterprises Financial Files		
Latest Present			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Vocational Rehabilitation is responsible for supervising and directing the programs in the State which are designed for training the nonproductive members of society to become productive members of society, with emphasis on serving the severely disabled on a priority basis. Business Enterprise Unit is responsible for the establishment, evaluation and supervision of business enterprise for the blind and severely handicapped of the State. This includes providing business opportunities for the blind and severely handicapped by evaluation of business locations, providing opportunity for a vending stand, purchase of equipment and merchandise, and providing continuous supervision of the severely handicapped employees until the vending stand is closed permanently.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: (See attached listing) Included are:			
File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <i>Some confidential client information</i>
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>Vending stand operations</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	<u>3</u> years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>5-70</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	4-15-78	W.J. McDonald DHR-RMO	4-28-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	6-15-78
		Secretary of State/Designee	6-19-78
		Attorney General/Designee	6-15-78

#7 (continued)

78-117
Vocational Rehabilitation Business Enterprise Bank Reconciliation Files (Cancelled Checks, Bank Statements) -

Documents relating to disbursing funds for operation of Blind Vending Stands.

Included are cancelled checks (payroll and accounts payable); monthly bank statements, and similar and related documents.

Files are chronologically by month thereunder numerically by check number.

Cut-off file at the end of fiscal year; hold in current files area 1 year; then transfer to the State Records Center, hold 4 years; then destroy.

Annual Accumulation - 2 cu. ft.

78-118
Vocational Rehabilitation Business Enterprises Paid Invoices and Cash Summaries-

Documents relating to individual financial transactions made by unit.

Included but not limited to are check copy; invoice from vendor; cash summary; and similar and related documents.

Files are arranged chronologically by month thereunder numerically by account number.

Cut-off file at the end of fiscal year; hold in current files area 1 year; then transfer to the State Records Center, hold 4 years; then destroy.

Annual Accumulation - 2 cu. ft.

78-119
Vocational Rehabilitation Business Enterprises Check Register -

Documents relating to maintaining a listing of checks issued for payroll transactions, service payments or equipment purchases.

Included are computer listings identifying employee or vendor's name and address, check number, amount and similar and related information.

Files are arranged numerically by check number.

Cut-off file at the end of fiscal year; hold in current files area 1 year; then transfer to the State Records Center, hold 4 years; then destroy.

Annual Accumulation - 2 cu. ft.

78-120
Vocational Rehabilitation Business Enterprise Vending Stand Ledger Files-

Documents relating to recording business transactions for vending stand operations.

Included are stand data; rent data purchases; sales and similar and related information.

Files are arranged numerically by vending stand number.

Cut-off file at the end of fiscal year; hold in current files area 1 year; then transfer to the State Records Center, hold 4 years; then destroy.

Annual Accumulation - 1 cu. ft.

78-121
Vocational Rehabilitation Enterprise Stand Settlement Sheets-

Documents relating to recording business transactions for vending stand operations.

Maintain in current files area until no longer needed for reference; then destroy. Information is duplicated on Vending Stand Ledger.

Included are stand data; rent data purchases; and similar related information.

Files are arranged chronologically by Settlement Period.

78-122

6 Vocational Rehabilitation Business Enterprise General Ledger Files -

Documents relating to recording appropriate entries of debits and credits.

Included are ledger sheet identifying debit and credit entries, dates of transactions, balances and similar and related information.

Files are arranged numerically by account number.

Cut-off file at the end of fiscal year; hold in current files area 1 year; then transfer to the State Records Center, hold 4 years; then destroy.

Annual Accumulation - 2 cu. ft.

78-123

7 Vocational Rehabilitation Business Enterprise Vendor Ledger -

Documents relating to recording financial transactions of goods and services provided by vendors.

Included are ledger sheet identifying vendor number, reference code, dates of transactions, check amount and similar and related information.

Files are arranged alphabetically by vendor name.

Cut-off file at the end of fiscal year; maintain file in current files area until no longer needed for reference; then destroy.

78-124

8 Vocational Rehabilitation Business Enterprise Personnel Files -

Documents relating to maintaining personnel records on vending stand operators.

Included, but not limited to, are Personnel Report, Request and Authorization for Tax Savings Account Deductions, Federal and State Withholding Statements, Business Enterprise retirement related material and similar and related material.

Files are arranged alphabetically by employee name.

Upon retirement or termination of employee; place folder in the inactive file; hold in current files area until all termination matters are resolved; then transfer to State Records Center, hold 45 years; then destroy.

78-125

9 Vocational Rehabilitation Business Enterprise Weekly Stand Report Files -

Documents relating to receiving weekly activity reports from stand operators.

Included are Weekly Reports identifying stand and operator; financial information relating to weekly stand operation; and similar and related information.

Files are arranged numerically by stand #.

Cut-off file at the end of the fiscal year; hold in current files area until no longer needed for reference; then destroy.

Annual Accumulation - 1 cu. ft.

78-126

10 Vocational Rehabilitation Business Enterprise Earnings Record Files -

Documents relating to recording payroll earnings of stand operators.

Included are Earnings Record identifying employee's name and address, payroll information, regular and overtime earnings, taxes and deductions and similar and related information.

Files are arranged alphabetically by employee's name.

Cut-off file at the end of the fiscal year; hold 10 years in current files area, then transfer to State Records Center, hold 40 years, then destroy.

Annual Accumulation - 1 cu. ft.